

**Franciscan University Student Government  
By- Laws**

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**Article I  
Positions and Duties**

- I. Oath of Office. The following oath of office shall be administered to all members of Student Government by the Standing Chief Justice of the Supreme Court upon their taking of office: "I do solemnly swear that I will selflessly defend and uphold the Constitution of the Franciscan University Student Government, that I will discharge the duties of my office with Virtue, and that I take this oath freely, without mental reservation or purpose of evasion, so help me God!"
- A. Senate Chair
1. The Vice President shall serve as Chair of the Senate.
  2. The Chair shall preserve order and decorum, declare all votes, and rule on any matters which occur during the operation of a meeting. Said rulings may be overturned by a  $\frac{2}{3}$  majority of the Senate.
  3. The Chair may only facilitate discussion, and may not participate in debate.
- B. Executive Staff
1. Secretary
    - a) The Secretary shall prepare all legislation, agendas, minutes, and other documents as the Senate and Chair direct.
    - b) The Secretary shall serve as official scribe of minutes and shall present the minutes to the Chair before each formal meeting for their approval.
    - c) The Secretary shall tally all roll call Senate votes and present the tally to the Senate Chair.
    - d) The Secretary shall prepare all documents as directed by the President.
    - e) The Secretary shall serve as official time-keeper for all formal debate.
  2. Executive Assistant
    - a) The Executive Assistant shall prepare all documents as directed by the president.
    - b) The Executive Assistant shall manage the digital resources of the Student Government as directed by the president.
    - c) The Executive Assistant shall maintain the Student Government website and publish all official Student Government documents to said website.
    - d) The Executive Assistant shall post all official Student Government documents to the Student Government Google Docs account.

- e) The Executive Assistant shall be responsible for transferring all information and documentation concerning the digital resources to the newly elected president before the completion of the spring semester.
  - f) The Executive Assistant shall collaborate with the Chief Justice to write templates for financial and by-laws bills. The Executive Assistant shall be responsible for upkeep of said templates on the SG computer, under the supervision of the Chief Justice.  
Public Relations Liaison.
  - g) The Liaison shall conduct all advertising for Student Government as directed by these By-Laws and by the Senate, President, or Chief Justice.
  - h) The Liaison shall be responsible for the maintenance and updating of all Student Government social networking accounts.
  - i) The Liaison shall be the official keeper of the Student Government bulletin boards, and shall discharge all policies associated with them.
3. Treasurer.
- a) The Treasurer shall be responsible for the accounting of Student Government, maintaining the official records of all expenditures for Student Government and its subsidiary clubs.
  - b) The Treasurer shall give report of the financial situation of Student Government at each informal and formal meeting.
  - c) The Treasurer shall attach a copy of the Treasurer's Report with each copy of the minutes from each previous formal meeting. This report shall include all revenues, expenditures, sub account balances, and current contingency fund balance.  
Internal Auditor.
  - d) The Internal Auditor shall be responsible for ensuring all monies allocated are spent in a manner consistent with their allocation.
  - e) The Internal Auditor shall be responsible for ensuring that Senators, Staff, and Officers are performing their duties in a timely and consistent manner.
  - f) The Internal Auditor shall prepare a monthly report of the following categories:
    - (1) Effectiveness and efficiency of Student Government activities.
    - (2) Reliability of the Treasurer's Report.
    - (3) Compliance of Officers, Staff, and Senators with Student Government Constitution and By-Laws.
4. Austrian Ambassador.
- a) The Austrian Ambassador shall be responsible for representing Student Government on the Austrian campus; maintaining correspondence with the main campus via a correspondence box; and coordinate absentee voting during the spring semester only.

5. Austrian Consul

- a) The Austrian Consul shall assist the Austrian Ambassador with the Ambassador's responsibilities as the Ambassador shall direct. The Austrian Consul shall report directly to the Austria Ambassador.

C. Committees

1. Membership

- a) Each committee shall be made up of at least three Senators, one of whom shall be committee Chair, and other members of Student Government as set forth herein.
- b) Senators may never constitute a minority of the committee.
- c) The Senate shall elect a Majority Leader to voice the concerns of the Senate to the Executive; to appoint and remove the members (not including the chairman) of the standing committees, in consultation with the Vice-President and committee chairs; to conduct meetings amongst the chairs of the standing committees to ensure they are fulfilling their responsibilities; and, in conjunction with the President, Vice-President, and Chief-Justice, to train new senators to ensure they are aware of their powers, duties and responsibilities. This process shall consist of the following: At the end of the 1<sup>st</sup> Monday Night Informal Meeting of the Semester, or upon a vacancy of the position, all senators who wish to be considered to serve as Majority Leader must be nominated and have their nomination seconded by a different senator during "for the good of the order." The candidates may not nominate themselves.
- d) The Chief Justice shall compose a list of candidates for Majority Leader and administer a secret ballot consisting of those candidates on the following Wednesday Formal meeting. In the event of a tie, the Chair of the Senate would break the tie. If the Senate does not elect a majority Leader by the third Monday night informal meeting with a full senate or after a vacancy, then the Chair of the Senate shall appoint a senator to fill the vacancy.
  - (1) The Majority Leader shall appoint and remove members to and from the committees and shall appoint, temporary committee chairs at the beginning of the semester, to hold office until the committee chair elections.
  - (2) A Senator may run for this position in conjunction with no more than one committee chairmanship.
- e) The Senate Majority Leader can be removed by the Senate with a Motion of No Confidence, if the motion is presented at a Wednesday morning Formal meeting during "For the Good of the Order" and announced at the previous Monday Night informal meeting, the motion shall pass if a majority of Senators vote in favor of it.

- f) The Senate shall appoint the chairman of each of the standing committees listed, by means of a secret ballot. The process shall consist of the following:
  - (1) At the end of the 1<sup>st</sup> Monday Night informal meeting after the first special election of the Semester. If no special election is to be held, the Senate may suspend this section with a 2/3 vote and proceed to the election. All senators who wish to be considered to serve as chairman for a standing committee must be nominated and have their nomination seconded by a different senator during “For the Good of the Order.”
    - (a) A Senator shall be considered for no more than one committee chairmanship.
    - (b) No Senator may nominate themselves.
  - (2) The Chief Justice shall compose a list of candidates for chair of each of the standing committees and administer a secret ballot consist of those candidates on the following Wednesday Formal Meeting.
  - (3) In the result of a tie, the Senate Majority leader would break the tie.
- g) If the Senate does not select a chairman for each of the standing committees by the third Monday night informal meeting of the semester after a special election, then the Senate Majority Leader shall appoint senators to fill such vacancies.

## 2. Duties

- a) Each committee shall meet when prompted by the Senate, or committee Chair deems necessary.
- b) Any individual may be invited to appear before a committee.
- c) Committee meetings shall be open to any elected member of Student Government, and said member shall be allowed to participate, without voting rights, in the meeting.
- d) The committee Chair shall appoint a committee member as Secretary who shall record the minutes and present them at the next formal meeting.
- e) Committees shall have the power to amend bills via simple majority vote, provided a quorum is present.

## 3. Standing Committees

- a) Finance
  - (1) The Finance committee shall evaluate and provide recommendations on all non-budgetary monetary legislation from the Senate.
  - (2) The Treasurer shall be an ex-officio of this committee.
- b) Student Welfare

(1) The Student Welfare committee shall gather information on and prioritize the concerns of the student body, and make recommendations to the Senate on such concerns.

(2) The Executive Assistant shall be an ex-officio member of this committee.

c) Development

(1) The Development committee shall be responsible for aiding the development of and collaboration with student clubs, promotion of Student Government programs, and establishing and sustaining services for the Student Body.

(2) The Secretary shall be an ex-officio member of this committee.

d) Rules and Order

(1) The Rules and Order committee shall be responsible for revisions to the Student Government Constitution and By-Laws, and approval of Student Government sponsored Club constitutions.

(2) One Justice shall be an ex-officio member of this committee.

e) Outreach

(1) The Outreach committee shall promote the vision of Franciscan University beyond the bounds of campus via campus-community joint efforts and events.

(2) The Public Relations Liaison shall be an ex-officio member of this committee.

D. Duties of Student Government Members

1. Each member of Student Government shall be required to attend every informal meeting, formal meeting, and office hours. All committee members shall be required to attend committee meetings. Any absence must be excused in advance by the Chair of the Senate or the committee Chair. Tardiness exceeding ten minutes shall be considered an unexcused absence, unless a satisfactory explanation is made to the Chair of the Senate.
2. As a sworn member of Student Government, each Senator must act with decorum and humility during meetings. While such mutual respect is expected of all Student Government members, the Senate shall be held to the highest standard, as they are representatives of the student body.
3. A member of Student Government may be suspended from the following formal meeting, with no voting rights in the case of Senators, in the following cases:
  - a) Two unexcused absences in a single semester. Missing two unexcused office hours in a single semester constitutes a single unexcused absence.
  - b) Flagrantly inappropriate behavior.

4. Each Senator shall be in charge of sponsoring at least one Student Government sponsored club or organization and will be required to attend at least one meeting of the sponsored club or organization, or meet with an officer of the sponsored club or organization, at least once per semester.

## **Article II**

### **Rules of Order**

- I. The agenda of each formal meeting shall be posted no less than 24 hours prior to each formal meeting on the Student Government website.
- II. Minutes and Treasurer's Report
  - A. The minutes and Treasurer's Report shall be distributed by the Secretary at the informal meeting following each formal meeting.
  - B. The minutes shall include, but not be limited to, the following:
    1. Names of absent members, marked excused or unexcused.
    2. Names of members making motions, motion made, and action taken by the Senate.
    3. Names of all Senate bills and brief description.
    4. Voting record of each bill, by name in cases of roll call votes.
    5. Any comments or announcements made by Student Government members.
    6. Names and affiliation or purpose of appearance of all agents.
    7. Comments of all agents.
  - C. Order of Formal Meetings
    1. Distribution of Documents. Prior to the opening of each meeting, the Secretary shall distribute the agenda to any Student Government members present.
    2. Call to Order. The Chair shall call the Senate to order and ask any Student Government member to lead the Senate in prayer.
    3. Approval of Minutes and Treasurer's Report. The minutes previously distributed shall be open to amendment, as well as approval of the Treasurer's Report.
    4. Treasurer's Report. The Treasurer shall report the current expenditures of Student Government, along with the current amount in the contingency fund and any other pertinent financial information.
    5. Secretary's Report. The Secretary shall report all current information regarding executive actions.
    6. Committees' Reports. Any Committee Chair deeming it necessary shall report current information and updates to the Senate.
    7. Legislation. All legislation shall be considered, with untabling of bills being allowed at any time in this process.
    8. President's Comments. The President shall give any comments deemed necessary on current actions or issues.
    9. Advisor's Comment. The advisor of Student Government shall give comment as deemed necessary, as well as make any announcements

pertinent to relations between the University administration and Student Government.

10. For the Good of the Order. Any member of Student Government may give comment to improve the order of Student Government, or draw issues of order to the fore.
11. Announcements. Any member of Student Government may make announcements pertinent to Student Government business.
12. Adjournment. The Chair shall adjourn the meeting. If the meeting is a regularly scheduled meeting occurring at 11:00 am and if it is in progress at 11:50 am, all business under consideration and any remaining business shall be immediately tabled. The Senate shall proceed to the agenda items specified in [II.C.8-11]. If said items are still in progress at 11:55 am, the meeting shall be automatically adjourned at that time and all remaining agenda items shall be skipped.
  - a) This rule may be suspended and the meeting may be extended by a  $\frac{2}{3}$  vote of the Senate.

#### D. Voting

1. Passage of all Senate bills shall require a simple majority of the Senate.
2. A vocal vote shall be taken. Upon the request of the Chair or any Senator, a roll call vote may be taken either after or in place of a vocal vote. If a roll call vote is requested, the voting shall be in order of seniority, with Graduate Senators voting first, followed by Senior Senators, Junior Senators, Sophomore Senators, and Freshman Senators.
3. Absentee voting is prohibited.
4. All Senators present are required to cast a vote each time a vote is called.
5. Voting possibilities shall consist of 'aye', 'nay', and 'abstain'.
  - a) An 'aye' vote is a vote in favor of the motion at hand.
  - b) A 'nay' vote is a vote against the motion at hand.
  - c) An 'abstain' vote is a position of non-choice by a Senator, constituting neither assent nor dissent on the issue.
    - (1) An abstention shall not be counted in the member count of the motion at hand; the majority shall be determined from the total number of 'aye' and 'nay' votes.
6. Following a vote, a Senator may request the floor to explain their vote, limited to one minute.
7. Any Senator who is the primary beneficiary of a bill must abstain from voting on said legislation, unless said bill is for a Student Government expenditure.

#### E. Decorum

1. No individual shall use profanity
2. If a Senator wishes to speak, they shall raise their hand and await recognition by the Chair. Upon recognition, the Senator shall have the floor for no more than three minutes.
3. The floor shall always be yielded back to the Chair.
4. All comments shall be confined to the question at hand.

5. If any member transgresses the Rules of Order, any Senate member or the Chair may call them to order. The Chair may then ask the person to explain their transgression.
6. The Chair, or a majority vote of the Senate, may expel and Student Government member from a meeting for disorderly conduct.

F. Agents

1. Any individual desiring to appear before the Senate shall make written application to the Chair no less than one day before the formal meeting. The speech of said individual shall run no more than three minutes.
2. The President of the University shall have standing invitation to address the Senate at any time.
3. The Chair may, at their discretion, recognize any person from the gallery to speak, limited to three minutes.
4. Any Senator may recognize a person from the gallery to speak- limited to three minutes- who has formal connection to the current matter or legislation at hand and is authorized to speak on behalf of a party benefiting from said matter or legislation.

**Article III**  
**Legislative Process**

I. Definition of Legislation

A. A bill shall be a draft of law presented to the Senate for passage.

B. Each bill shall embrace one subject.

C. Special Legislation

1. A confirmation expresses the Senate's formal approval or disapproval of a Presidential nominee, or the approval or disapproval of a Presidential action.
2. A Memorial Resolution honors an individual or organization for exceptional performance.
3. An Advisory Resolution requests action be taken by the University.
4. A Presidential Petition proposes action to be taken by the Senate on behalf of the President.
  - a) The President shall be allowed three minutes to address the Senate at the first formal insertion of the bill to explain the petition, but may not participate in formal debate.

D. Only Senators may sponsor and present bills to the Senate, except for the following types of legislation:

1. Special legislation defined under [Article III. Sec I. Sub C.], which may be sponsored and presented to the Senate by the President.
2. Proposed amendments to the By-Laws, which may be sponsored and presented to the Senate by Justices.

II. Order of Passage

A. Insertion

1. A bill seeking passage must be submitted to the Secretary.



2. The Secretary, with the approval of the President, shall establish a deadline for submitting legislation. Said deadline may not exceed 24 hours before the informal meeting at which the bill will be considered. Bills not submitted before said deadline shall not be considered by the Senate until the next informal meeting, unless a Senator makes a motion to insert a bill into the agenda and the motion is passed by a majority vote.
3. The Secretary shall give the bill the next sequential number and add it to the agenda of the informal and formal meetings.
4. If the bill is for non-budgetary expenditures the Secretary shall submit the bill to the Chair for pre-hearing review.
5. The Secretary shall duplicate the bill and pass it out to the Senate at the informal meeting.

B. Pre-Hearing Review

1. The Chair shall review all bills for non-budgetary expenditures before the informal meeting to determine if they attempt to meet all the criteria laid out in [Article VI. Sec III. Sub D.].
2. If a bill does not attempt to meet said criteria nor provides reasoning why it does not the Chair shall notify its sponsor(s) before the informal meeting at which it is scheduled to be read.

C. Informal Hearing

1. The bill shall then be discussed at the informal meeting.
2. If the Chair has determined that the bill is inadequate under [Article III. Sec II. Sub B.] and [Article VI. Sec III. Sub D.], the Chair shall verbally state its reasoning and the bill shall automatically be tabled. A determination of inadequacy by the Chair may be overturned by a  $\frac{2}{3}$  majority of the Senate. A motion to overturn this determination is debatable. If said decision is overturned, the bill shall be discussed.
3. The Senate Chair shall send the bill to the appropriate committee following the discussion for amendment or recommendation.
4. A sponsoring Senator and one representative of the club, group, entity, or individual to whom the bill applies must be present for the bill to be debated. If they are not, the bill shall be postponed until the next informal meeting.

D. Committee Hearing

1. The committee responsible for said legislation must meet between the informal and formal meetings to discuss, research, and amend the bill as necessary. They shall also vote on the bill, and said vote will constitute their recommendation to the Senate. The sponsoring Senator is required to be present at the committee meeting and in which their bill is being discussed.

E. Formal Hearing and Vote

1. At the subsequent formal meeting, a committee member shall read the bill, along with any amendments and their recommendation on the bill to the Senate.

2. If either a sponsoring Senator or member of the committee responsible for the bill, and at least one authorized representative of the bill's interest, are not present, the bill shall be automatically tabled.
  3. Ten minutes shall be allotted at the formal meeting for discussion of the bill.
  4. Lobbying, defined as influencing policy and/or decision making, is limited to the Senate at formal meetings. All other individuals may only give points of information.
  5. The bill may be tabled for any amount of time, or until certain stipulations are met, by a majority vote of the Senate.
  6. After discussion, the bill shall be determined by a vote.
- F. Presidential Approval and Veto Procedure
1. If the bill is passed, it shall be given over to the president for approval or veto. If veto power is exercised by the President, it must be exercised within five days; lack of decision shall be considered approval. Furthermore, the president must inform the Senate of any veto at the next informal meeting.
  2. The overturning of a veto must take place at the next formal meeting after the presidential veto is announced.
    - a) The Chair must recognize a motion to consider the veto.
    - b) Only Senators may participate in debate on the veto.
    - c) A  $\frac{2}{3}$  majority of the Senate shall be required to overturn a veto. If the legislation originally required a  $\frac{2}{3}$  majority for passage, a  $\frac{3}{4}$  majority shall be required to overturn the veto unless otherwise noted.
- G. Austrian Exception
1. [Article III. Sec II. Sub B. Line 2] and [Article III. Sec II. Sub D. Line 1] shall not apply to the confirmation bills for individuals being appointed to serve in Austria.

## **Article IV Election Code**

- I. Officials
  - A. The Supreme Court shall be responsible for all election procedures.
  - B. The Supreme Court may temporarily create any positions they deem necessary for effective execution of the elections.
  - C. The Chief Justice shall have final power and responsibility over all election proceedings.
  - D. Candidates or individuals campaigning for candidates may not serve as election officials.
- II. Process
  - A. Obtaining Candidacy
    1. Any member of the Student Body seeking office shall file a letter of intent with the current President and the Chief Justice no later than one week prior to the election.

2. Those individuals seeking the offices of President and Vice President shall run as teams, and be elected as such.
  3. Individuals seeking office must be enrolled in at least 9 undergraduate or 6 graduate credit hours in the semester of candidacy.
  4. All individuals seeking candidacy must attend a meeting held by the election officials to explain the election code. The Chief Justice shall provide each candidate with an official notice of candidacy upon completion of said meeting.
- B. Campaign Materials and Campaigning
1. No candidate may post materials until they have obtained official candidacy.
  2. All materials must be in good taste in compliance with University policy.
  3. No materials shall be placed in the Student Government offices.
  4. Unauthorized destruction, defacement, or removal of campaign materials is prohibited. If the offender is a candidate or acts with the candidate's consent, said candidate is disqualified.
  5. No campaign materials or campaigning shall be allowed on or in the building housing the ballot box on election day.
- C. Polling
1. The polling booth shall be open from 9:00 am until 4:30 pm on election day.
  2. The polling booth shall be staffed by at least two election officials at all times, with at least one of said officials being a Justice.
  3. Proof of identification shall be required of all voters.
  4. No absentee voting shall occur, excepting members of the Student Body currently enrolled at the Austrian campus during the spring semester.
- D. Tabulation of Votes
1. Only the Supreme Court Justices may participate in tabulation.
  2. If a voter casts more votes for a particular position than allowed, their vote(s) in that particular position shall be disqualified.
  3. The candidate(s) with the greatest number of votes shall be declared the winner(s). When more than one position is available for a particular voting category, the candidate(s) with the next highest number of votes shall also be declared the winner(s) until all positions are filled.
  4. In the case of a tie, the Senate shall decide the winner by secret ballot.
  5. The election results shall be publicly posted no later than 11:59 pm on the second day following the election.
- E. Infractions of Rules
1. Any member of the Student Body may file a formal complaint against any candidate or the election staff for infraction of the rules.
  2. Complaints may be filed at any time during the election process, or up to one week after election results are posted.
  3. The Rules and Order Committee shall assess the validity of all complaints and render a decision. The decision may be appealed to the Supreme Court.

4. Fines may be levied against individuals who transgress the election code.
  - a) Placing campaign materials in a prohibited area shall carry a fine of \$10 per item.
  - b) Failure to remove campaign materials shall carry a fine of \$3 per item
  - c) To ensure collection of fines, if an individual wins the election said individual shall not take office before said fines are paid. Failure to pay fines the first week of the following semester shall constitute malfeasance.
5. Disqualification of candidates may occur in cases of gross and willing infraction of the election code.

#### F. Assumption of Office

1. Officials elected in the fall semester shall assume office at the next formal meeting.
2. Officials elected in the spring semester shall not assume their position until the last formal meeting of the semester.
3. Justices of the Supreme Court shall hold their offices until the President-elect appoints new Justices and they are confirmed, or until the last class day of the current semester, whichever is shorter.
4. During the time between election and assumption of office, officer-elect individuals shall be required to attend all meetings so that they might become acclimated to Student Government procedures.
5. It shall be the responsibility of all outgoing elected officials and appointed officials to acclimate new officials and their staff, and provide all documentation possible to encourage continuity.

#### G. Filling of Vacancies

1. Should a minority of vacancies occur any time between the fall elections and two weeks prior to the spring elections, those positions shall be filled as follows:
  - a) The position shall be publicly advertised for no less than seven days.
  - b) All persons seeking the vacant position shall submit a letter of intent to the Vice President at least one day prior to the formal meeting of election.
  - c) At the formal meeting of election, candidates shall be brought before the Senate, given time to speak on their behalf, and questioned by the Senate as deemed necessary.
  - d) The Senate shall vote by secret ballot, administered by the Chief Justice.
  - e) The winner(s) shall be the candidate(s) with the most votes.
  - f) In the event of a tie, the Vice President shall cast a vote.
2. Filling of Presidential Vacancies
  - a) In the case that the president's vacancy is prolonged but not permanent, the Vice President shall assume the duties of President and shall appoint a pro-tem to preside over the Senate during said

absence. If the absence exceeds that of 2 weeks, the pro-tem will need  $\frac{2}{3}$  approval by the Senate to continue acting in the vacancy of the office.

- b) The pro-tem, as acting chair of the Senate, necessarily follows the duties of the Vice President as outlined by the by-laws.
- c) In the case that the president's vacancy is permanent, the current president will appoint a pro-tem to preside in office until a new Vice President is approved by the Senate. If a new Vice President is not approved by the Senate within 2 weeks, the pro-tem will need  $\frac{2}{3}$  approval by the Senate to continue acting in the vacancy of the office.

## **Article V**

### **Sponsored Club Policy**

- I. Purpose. The principles of subsidiarity and mutual respect shall govern the relationship of Student Government to its sponsored clubs and organizations, thus respecting their initiative, freedom, and responsibility. These clubs have a symbiotic relationship with Student Government, and represent Student Government by proxy in their activities and initiatives. Their subsidiarity and self-determination to Franciscan University.
- II. Requirements of a Sponsored Club
  - A. All clubs must conform to the mission of Franciscan University and the established guidelines of the University.
  - B. Clubs are to be operated by students, functioning by the voluntary activity and initiative of students.
  - C. Clubs shall not fulfill any function or duty otherwise considered to be the responsibility of the administration, faculty, or staff of Franciscan University.
- III. Constitutions
  - A. Club constitutions shall contain at least the following articles. Articles shall be properly titled Article II, Article III, etc. except in the case of Article I:
    - 1. Article I, Name. The Name of the Organization
    - 2. Article II, Purpose. State the purpose, aims, and functions of the club.
    - 3. Article III, Membership. State the membership requirements, limitations, and admittance procedure.
    - 4. Article IV, Officers and Duties. State the officers, their duties, requirements, terms of office, manner of election, and procedure for removal.
    - 5. Article V, Funding. State sources of funding.
    - 6. Article VI, Amendment procedure. State the requirements for amending the constitution.
    - 7. Article VII, Ratification. State the requirements for adopting the constitution.
- IV. Club Approval
  - A. Proposals for club approval shall take the form of a bill.
  - B. In addition to normal findings, an approval bill shall include the full text of the club constitution. If said constitution is not attached to the bill, said bill shall not

be inserted on the agenda by the Secretary, The Secretary shall duplicate the constitution with the approval bill.

- C. The Rules and Order Committee shall ensure that the constitution of the club conforms to the guidelines specified in [V.C.] and shall base its recommendation upon conformity of the constitution to these criteria and its internal consistency.
- D. A vote on approval for a club shall not occur until the Vice President of Student Life has approved the constitution.
- E. The approval or removal of a club shall require a  $\frac{2}{3}$  vote of the Senate.

## **Article VI**

### **Financial Process**

- I. Funding Criterion. All funding requests shall be evaluated based on the following criteria:
  - A. Number of students served.
  - B. Number of students involved.
  - C. Quality and quantity of student participation.
  - D. Previous record of requesting entity.
  - E. Efforts of entity to independently generate funds.
  - F. Total amount of funds available to the mission of the entity.
  - G. Conformity of expenditure to the mission of the entity.
  - H. Conformity of expenditure to the mission statement of the University.
  - I. Reasonable conformity to market prices.
- II. Budget Process
  - A. Budgetary Requirements
    - 1. Student Government shall set a budget each semester, including all foreseeable expenditures of Student Government and its clubs.
    - 2. Only Student Government and its recognized clubs shall be eligible for allocation of funds through said Student Government budget.
    - 3. The budget may not exceed income of Student Government for the coming semester.
  - B. The budget shall be submitted as a bill the semester prior to the semester of usage.
  - C. A Budget Committee shall be created each semester, consisting of the Finance Committee and the Vice President. The President shall serve as an ex-officio member.
  - D. Budget
    - 1. The Budget Committee shall distribute budget request forms to the clubs by Wednesday of the eighth full week of classes. Said forms shall require the names and contact information of tentative officers for the upcoming semester.
    - 2. Clubs shall have until Wednesday of the ninth full week of classes to return the budget request forms with a typed detailed budget for their club.
      - a) Failure to submit a completed budget request form by the established deadline will exclude a club from eligibility for allocation within the budget. Student Government shall be exempt from the requirement to provide a list of tentative officers.

- b) The Chair of the Budget Committee shall transfer a copy of all budget request forms to the Chair of Development by Monday of the eleventh full week of classes.
- c) The Chair of Development shall transfer all budget request forms to the Coordinator of Student Leadership Development by Wednesday of the eleventh full week of classes.
- 3. All clubs seeking stipend allocations shall send a list of their stipend positions, with amounts, to the troubadour for publishing no later than the budget request deadline.
- 4. By the end of the tenth full week of classes, the Budget Committee shall convene and establish an initial budget. This budget shall then be distributed to the clubs, who shall have at least two days to submit a revised budget based on their initial allocation, and to the Senate.
- 5. The budgetary bill shall not be subject to [Art III. Sec II. Sub D.] of these By-Laws (Committee Hearing)
- E. The budget shall be put forth as a bill no later than the third to last week of Student Government meetings in a given semester.
- F. The budget shall require a  $\frac{2}{3}$  majority for passage.
- G. The President, in addition to normal veto power, shall have the power of line-item veto for the budgetary bill. Any overturning of said veto(es) shall require a  $\frac{2}{3}$  majority of the Senate. Any overturning of said veto(es) must take place by the end of the second formal meeting after the presidential veto is announced.

### III. Non-Budgetary Expenditures

- A. Any club, organization, or individual who has expenses which were not allocated for in the budget may seek funding from Student Government in the form of a bill.
- B. Any sponsored club holding an event using Student Government funds shall be required to complete and submit an event review form within one week of their event.
- C. No Student Government-funded organization shall be allowed to hold an account outside the Student Governments accounts.
- D. Bills for non-budgetary expenditures shall answer at least the following questions or a reason why the answers are lacking their findings. The bill's sponsor shall be responsible for including the answers in the findings:
  - 1. Breakdown of costs by item.
  - 2. Entity fundraising attempts if requested allocation is over \$200.
  - 3. Total cost of activity beyond what Student Government is being requested to pay. Entity/entities paying the difference between requested amount and cost, if any. Amount participants are being expected to contribute.
  - 4. For events:
    - a) Date.
    - b) Location.
    - c) Time.
    - d) Number of students who are expected to attend.
    - e) Intended means of advertisement.

5. The names and a very short biography of any speakers.
  6. Expected benefit to entity including how it will help the entity fulfill its mission.
  7. Expected benefit to the student body.
  8. Reallocations. In addition to [Art VI. Sec III. Sub D.], reallocation bills shall include the item from which funds are being reallocated and the method by which said item was originally allocated for (either budget or bill name and number).
- E. Any bill allocating funds solely to Student Government, and not a club, organization, or individual, shall require a  $\frac{2}{3}$  majority for passage and a  $\frac{3}{4}$  majority for the overturning of a veto.
- IV. Enforcement
- A. If specifically allocated funds are misused by any club, organization, or individual, the President may recall the funds and/or place the organization on probation. If said actions are taken, they must be ratified by a majority vote in the Senate.
  - B. The terms of financial probation shall be determined by the Rules and Order Committee with the recommendation of the President.
  - C. The Vice President, President, Treasurer, or Internal Auditor may fine clubs according to the rules of the financial process. While no confirmation by the Senate is needed, a  $\frac{2}{3}$  majority of the Senate may overturn the fine.
  - D. Fine charged to a club shall be determined by the executive branch member levying the fine, but may not exceed the club's budget.

## **Article VII**

### **The Supreme Court**

- I. During a meeting, any member of Student Government may ask any justice for an interpretation of the Constitution and by-laws of a proposed action of Student Government or one of its subsidiaries. This advice shall not be considered binding or as the opinion of the Court.
- II. Supreme Court Filing and Ruling
  - A. To bring a case before the Court an individual or entity shall provide a written statement of its grievance.
  - B. When a case is brought before the Court, the Court shall dismiss or decide the case and shall publish a written opinion explaining its decision within eight days.
  - C. Publication of said opinion is to be constructed as distributing the opinion to the Senate at the next formal meeting; distributing said opinion to all contending parties; and permanently filing the opinion as described in Article VI, Section 5, Subsection B of the Student Government Constitution.
- III. Maintenance of the By-Laws
  - A. The Court shall be responsible for maintaining a current version of the By-Laws of Student Government on the Student Government computer.
  - B. The Court shall have the power to maintain proper bulleting and internal reference within the By-Laws document without formal amendment.



- C. Internal references within the By-Laws shall continue referring to the same substantive provisions unless explicitly amended.
  - D. The Court shall inform the Senate of all updates that were made at the next formal meeting.
  - E. The Chief Justice shall be responsible for ensuring the maintenance of the By-Laws.
- IV. Bill Templates
- A. The Chief Justice shall be responsible for writing and maintaining templates for financial and by-laws bills. Said templates shall be designed to ensure that the criteria in [Art VI. Sec III. Sub D] for financial bills and in [Art IX. Sec II.] for by-laws bills are easily met.

### **Article VIII**

#### **Removal and Impeachment Procedure**

- I. A Student Government member may only be removed for malfeasance, misfeasance, or nonfeasance.
- II. Removal Procedure
  - A. Any Senator may seek the removal of a Justice, an Executive Officer, an Executive Staff member, or another Senator.
  - B. Said Senator must submit the formal charge in writing to the Chief Justice, the Chair of the Senate, and the Secretary.
  - C. The Secretary shall duplicate and transmit the exact text of the charged to the individual being charged and shall distribute said charges to the Senate at the next informal meeting.
  - D. Removal charges will be debated as the last item of business at said informal meeting.
  - E. At the subsequent formal meeting removal charges will be again debated as the last item of business. The Executive Branch shall be allowed to lobby in the case of impeachment of an Executive Branch member at the formal hearing of said individual. After debate, the Chair shall take a roll call vote to determine if charged individual is removed.
  - F. The Senate may close removal proceedings to the public.
  - G. The Chief Justice shall occupy the Chair of the Senate for the impeachment of an Executive Branch official or staff member

### **Article IX**

#### **By-Laws Amendment Procedure**

- I. All amendments to the Student Government By-Laws shall take the form of a bill.
  - A. The amendment shall be included in the bill text.
  - B. The bill text of an amendment bill shall include two columns:
    - 1. The left-hand column shall contain the current text of the section of the By-Laws which has been proposed for amendment.
    - 2. The right-hand column shall include the new text proposed as a replacement for the current text.

- II. All amendment bills shall be introduced, debated informally, referred to committee, debated formally, and voted on following the same procedure as normal legislation.
  - A. The only notice which must be given to the student body for proposed amendments shall be the Formal Meeting agenda published by the Secretary.
  - B. No notice must be given to Student Government members of a proposed amendment to the By-Laws prior to the informal meeting at which it will be debated.
  - C. No notice must be given to Student Government members or the student body in Austria.
  - D. The Secretary shall notify all clubs of proposed amendments to Article V, Sponsored Club Policy.
  - E. Senators and Justices may introduce/sponsor amendment bills. Only senators may vote on final passage.
- III. Amendments to the By-Laws shall require a  $\frac{2}{3}$  majority for passage and a  $\frac{3}{4}$  majority for overturning a veto.
- IV. Amendments to the By-Laws shall take effect according to which Article they amend and following the procedures for said article as laid out below:
  - A. Amendments to Article I, Positions and Duties; Article II, Rules and Order; and Article III, Legislative Process, shall take effect after the conclusion of the meeting which said amendments were passed,
  - B. Amendments to Article IV, Election Code, shall take effect following the spring election of the year in which they are passed. If they are passed after the spring election they shall take effect after conclusion of meeting at which said amendments were passed. This subsection shall not apply in case of a complete revision and replacement of Article IV.
  - C. Amendments to Article V, Sponsored Club Policy, shall take effect after the conclusion of the meeting at which said amendments were passed. All Student Government-approved clubs shall be notified by the Secretary of the passage of an amendment to Article V.
  - D. Amendments to Article VI, Financial Process shall take effect before the financial process begins, or if proposed during the financial process shall take effect at the end of the academic year.
  - E. Amendments to Article VII, Supreme Court, or Article VIII, Removal and Impeachment Procedures, shall take effect at the end of the academic year.
  - F. Amendments to Article IX, By-Laws Amendment Procedure, shall take effect after conclusion of meeting at which said amendments were passed, except in the case of amendments to [Art IX. Sec IV. Sub B.], [Art IX. Sec IV. Sub F.], which shall take effect following the same procedure as amendments to Article IV.
- V. Article VII shall not apply in the case of a revision to the By-Laws. The definition of “a revision” used defined in Robert’s Rules of Order shall apply to this section.